

**Westside Unitarian Universalist Congregation
Board of Trustees Meeting
October 17, 2018**

Attending: Shelley Webb, Allan Lang, Scott Iverson, David Cycleback, Patti McCall, Joan Whitley, Larry Brennan

Staff Attending: Alex Holt and Shannon Day

Guest: Alan Mendel, Ministerial Search Team

The board started with an executive session at 6:30

7pm – Chalice lighting and opening words
Welcome and check in

Alan Mendel from the Ministerial Search Team was present to discuss the new minister's agreement/contract. The contract format is provided by the UUA and is a new contract. The team of Alan Mendel, Shelley Webb and Laura Pierce reviewed the UUA contract and made some changes. These were presented to the Board of Trustees for approval.

The board approved changes the new minister's agreement with amendments.

Minister's Financial Package

After reviewing the Compensation Options for New Minister's worksheet and comparing a variety of compensation levels, and discussing the reasons for choosing different compensation levels, the board voted to work within the \$85,000 to \$95,000 salary range. The board is assured we are in a good financial situation and can handle these wages plus benefits.

Minutes from September 2018

The minutes were approved as written.

Reports

Reverend Alex reported that he has been in contact with Dave Mentz who is the co-chair of the Regional Right Relations Team and goes to University Church. Our Right Relations Team is moving forward and may have some assistance from Mr. Mentz.

Treasurers Report

There are members who have not yet completed their 2017-2018 pledges and the budget reflects their pledges. Additional contact is being made with those members by Shannon Day.

An anonymous donor has paid for the cost of Beloved Conversations. That money was incorrectly posted as an expense and has been reversed.

Reports stand as amended.

NEW BUSINESS

Cynthia Westby's Ordination will be celebrated on Sunday, Oct 21, 2018. A special stole has been purchased for her and will be presented during the Sunday service. Patti McCall will get her a cake as well for coffee hour.

There was discussion about children selling cookies or other things for outside organizations. This has been addressed in the past by asking parents not to bring their child's sale items to coffee hour. No policy has yet been written concerning outside sales and has been tabled for the time being.

Alex shared that **Margo Rinehart** did not pass her oral exams. She will be doing some additional work and taking the exams again next year.

Crystal Zerfoss, former part-time RE intern and receiver of ministerial sponsorship from WSUU, will have her ordination at Westside in March or April, 2019. We will also host a reception for her. Crystal is currently the minister at Community Unitarian Universalist Church in Pasco, WA.

Thank you notes were sent to Nola Balch, Kim Frappier and Shelley Webb for their weekend with the middle school students on Vashon Island.

Meeting was adjourned at 9:10pm
Joan Whitley, Secretary

INTERIM MINISTER'S REPORT TO BOARD OF TRUSTEES

October 12, 2018

Dear board members,

Here is my report for this month.

1. Staff will shortly receive summaries of Susan Beaumont's class on staffing and supervision. These summaries will include practices to create job descriptions, hiring, performance evaluations, and disciplinary/termination actions.
2. The new Right Relations Team has three people (Judi and Steve Finney, and Liz Berggren) and one more person who might be interested. I am working with the Region to set up a planned training for these folks before the holidays.
3. The Worship Team is still getting organized, but I still plan to use the Olympia UU model of worship planning. Each week the staff (DRE and Music Director and I) meet on Tuesday at noon to discuss the next two Sundays as well as special services. The service leaders will have a minimal role for now. The monthly Worship Team meetings will be on the 1st Sunday after church. I have three committed folks to begin training for service lead: Jennifer Disotell, Ali Yeates, and Chris Darnell are definite. Mateo Chavez, tony Ricardi and Mark MacKay are still likely but uncertain. Shelby, Michael Matz and occasionally Lisa Reitzes will do special service leading.
4. I met with the co-chair of the Regional Right Relations Team this last week. Dave Mentz is an HR specialist and we conversed about a wide range of personnel and right relations issues. He put me in touch with an employment attorney in case we have personnel questions. I await a return call from Rosemary Daszkiewicz this week. Right Relations team will take a major hand in training the new Westside Right Relations team.
5. I am working with Shannon and folks on the Lay Pastoral Associates team to create and test run a form to use for written joys and sorrows rather than putting them into the book in the lobby. There's still conversation about editing joys or sorrows and I hope to report a resolution to that issue next

month before we create the forms. I will also bring a draft policy for editing of written joys and sorrows at that time.

6. I have taken on pastoral care in partnership with the Lay Pastoral Associates team. We are looking to add members and also address how to get meals delivered to members of Westside that is more convenient. I suggest having frozen ready-to-thaw meals in a freezer and then some event to cook such meals.
7. I've asked Jill to schedule me in for a meeting with the search team to see how they're doing. While Nancy Bowen is the main contact person I do want to check in with them monthly to see if there are issues I can help with.
8. Vacation time: I wasn't able to attend the Buddhist retreat last week due to my car accident (no injuries but my car totaled). I did purchase a newer car two days ago in Eugene. I will be attending a UUMA chapter retreat October 28-30 in Federal Way. I'll be taking 2 days' vacation time to fly to North Carolina November 8-10 to visit a rapidly declining elderly relative.

I believe that's it at the moment. I'll have some verbal info to share with you next week.

Respectfully submitted,

Alex Holt, AIM

As of: **September 30, 2018**

BANK ACCOUNT BALANCES	Current Mo.	Prior Mo.	Change
Operations Chkg #7545	\$ (2,738.17)	\$ 11,825.24	\$ (14,563.41)
Dedicated Funds	26,732.57	21,161.70	5,570.87
SCU Money Market (Oper)	4,886.08	10,456.95	(5,570.87)
Funds for Operations	\$ 28,880.48	\$ 43,443.89	\$ (14,563.41)
SCU Money Market (Bldg)	\$ 87,622.76	\$ 87,550.08	\$ 72.68
SCU Money Market (Elev)	57,907.35	57,907.35	-
Building Funds	\$ 145,530.11	\$ 145,457.43	\$ 72.68

BALANCE SHEET REPORT	
Assets	
Church Bldg & Land (book value)	\$ 1,031,624
Cash - Operations Funds	(2,513)
Cash - Building Funds	145,530
Other Assets	15,043
Total Assets	\$ 1,189,684
Liabilities	
Loan fm UUA	\$ 452,968
Loan fm Pacific NW Growth Fdtn	66,786
Other Current Liabilities	3,722
Dedicated Fund Balances	26,733
Total Liabilities	\$ 550,207
Congregational Equity	
Beginning of FY Equity	652,787
YTD Change in Equity	\$ (13,310)

BUDGET SUMMARY	% thru Year: 25%		FULL YEAR	Amount
Income	YTD Actuals	%	Budget	Remaining
Pledges	\$ 94,757	32%	\$ 293,000	\$ (198,243)
Plate Collections	5,596	25%	22,525	(16,930)
Other Donations	-	0%	14,100	(14,100)
Fund Raising	95	0%	61,100	(61,005)
Affinity Programs	270	19%	1,440	(1,170)
RE Income	-	0%	2,700	(2,700)
Youth Income	-	0%	4,780	(4,780)
Music Income	-	0%	1,925	(1,925)
Program Income	71	1%	8,884	(8,813)
<u>Rentals</u>	<u>12,192</u>	<u>24%</u>	<u>51,280</u>	<u>(39,088)</u>
Total Income	\$ 112,981	24%	\$ 461,734	\$ (348,753)
Expenses				
Staff	\$ 62,364	29%	\$ 217,195	\$ (154,831)
Other Ministry	5,000	77%	6,500	(1,500)
RE Program	2,618	19%	14,000	(11,382)
Youth Program	-	0%	4,780	(4,780)
Music Program	2,125	18%	11,725	(9,600)
Admin & Support	10,059	19%	51,762	(41,703)
UU Dues	2,301	25%	9,352	(7,052)
Operations	7,384	31%	23,850	(16,466)
Committees	4,115	18%	22,809	(18,694)
Fundraising Exp	1,000	12%	8,500	(7,500)
Utilities	4,436	21%	21,610	(17,174)
Loans	11,843	25%	47,376	(35,533)
Taxes & Fees	196	8%	2,575	(2,379)
<u>Facility Exp</u>	<u>2,808</u>	<u>14%</u>	<u>19,700</u>	<u>(16,892)</u>
Total Expenses	\$ 116,248	25%	\$ 461,734	\$ (345,486)
Overall YTD Cash Flow:	\$ (3,267)			

As of: **September 30, 2018**

% Thru Year:	25%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
GENERAL FUND INCOME							
Pledging							
4.100.100	Pledges - Current Year Income	15,256.00	93,726.92	290,000.00	32%	-	
4.100.105	Pledges - New Members & Additional	-	-	-	0%	-	
4.100.110	Pledges - Prior Year Income	-	1,030.00	3,000.00	34%	-	another reminder letter to be sent out
	Total Pledges	15,256.00	94,756.92	293,000.00	32%	-	
Sunday Plate							
4.100.140	Contributions - Sunday WSUU	1,138.75	3,905.67	13,890.00	28%	-	
4.100.141	Contributions - Sunday WSUU Minister Discretion	570.87	570.87	567.00	101%	3.87	
4.100.142	Contributions - Sunday WSUU Kitchen/Hospitality	-	-	283.00	0%	-	
4.100.143	Contributions - Sunday WSUU Youth Programs	-	-	284.00	0%	-	
4.100.150	Contributions Sunday Charities	-	1,118.96	7,501.00	15%	-	
	Total Sunday Plate Income	1,709.62	5,595.50	22,525.00	25%	-	
Other Donations							
4.100.135	Give Big (Non-pledge gifts and stretch dollars)	-	-	-	0%	-	
4.100.155	Endowment Fund Transfers IN	-	-	-	0%	-	
4.100.160	Special Gifts & Campaigns	-	-	8,100.00	0%	-	
4.100.244	Elevator Fund Donations	-	-	6,000.00	0%	-	
	Total Other Donations	-	-	14,100.00	0%	3.87	
	Total Pledge and Other Donations	\$ 16,965.62	\$ 100,352.42	\$ 329,625.00	30%	\$ 3.87	
Fund Raising							
4.100.245	Auction Income	-	95.00	44,000.00	0%	-	
4.100.247	Raise the Paddle Income	-	-	16,500.00	0%	-	
4.100.249	Art & Garden Show Income	-	-	-	0%	-	
4.100.243	Other Major Fundraising Event	-	-	-	0%	-	
4.100.250	Rummage & Book Sale Income	-	-	-	0%	-	
4.100.257	Misc. Fundraising Income	-	-	600.00	0%	-	
	Total Fund Raising Income	-	95.00	61,100.00	0%	-	
Affinity Program Income							
4.100.200	PCC Scrip GF Income	-	-	-	0%	-	
4.100.210	E Scrip GF Income	1.43	4.71	120.00	4%	-	
4.100.211	Amazon Rebate Income	-	265.57	1,320.00	20%	-	not on sept stmt - most likely on Oct.
	Total Affinity Program Income	1.43	270.28	1,440.00	19%	-	
RE Ministry Income							
4.100.256	RE Non-Member Fees	-	-	-	0%	-	
4.100.258	RE Fund Transfers IN	-	-	-	0%	-	
4.100.259	RE Fundraising & Donations	-	-	1,500.00	0%	-	
4.100.260	OWL Registration Fees	-	-	1,200.00	0%	-	
4.100.263	OWL Fund Transfers IN	-	-	-	0%	-	
4.100.264	RE Coming of Age Program Fees	-	-	-	0%	-	
	Total RE Ministry Income	-	-	2,700.00	0%	-	
Youth Group Ministry Income							

As of: **September 30, 2018**

% Thru Year: **25%**

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
4.100.261	RE Youth Group Fund Transfers IN	-	-	2,880.00	0%	-	
4.100.262	RE Youth Group Fundraising & Gifts	-	-	1,900.00	0%	-	
	Total Youth Group Ministry Income	-	-	4,780.00	0%	-	
Music Ministry Income							
4.100.221	Music Fund Transfers IN	-	-	-	0%	-	
4.100.222	Music Fundraising and Donations	-	-	1,925.00	0%	-	
4.100.223	Music Programs Income	-	-	-	0%	-	
	Total Music Ministry Income	-	-	1,925.00	0%	-	
Program and Misc Income							
4.100.220	Coffee Income	24.41	70.71	540.00	13%	-	
4.100.225	Membership Fundraising and Donations	-	-	-	0%	-	
4.100.240	Interest Income	0.05	0.05	1,020.00	0%	-	
4.100.241	Board Designated Fund Transfers to GF	-	-	7,024.00	0%	-	
4.100.242	Building Fund Transfer IN	-	-	-	0%	-	
4.100.251	Social & Envir. Justice Fundraising	-	-	-	0%	-	
4.100.255	Common Quest Income	-	-	300.00	0%	-	
4.100.265	Ministerial Intern Inc	-	-	-	0%	-	
4.100.267	Minister Search Fund Transfers IN	-	-	-	0%	-	
4.100.268	Web Development Fund Transfers IN	-	-	-	0%	-	
4.100.270	Building Maintenance/Janitorial transfer IN	-	-	-	0%	-	
	Total Program and Misc Income	24.46	70.76	8,884.00	1%	-	
Rentals							
4.100.300	Cell Tower Rental & Elec Reimb	1,208.80	3,484.36	13,800.00	25%	-	
4.100.302	Cell Tower Electricity Reimb True-up	-	-	1,000.00	0%	-	
4.100.305	Rental Income - Single Events	375.00	495.00	1,500.00	33%	-	
4.100.310	Leases Income- Pre School	2,806.00	8,018.00	33,180.00	24%	-	still not getting correct amount. Sent \$200 check in Sept to cover incorrect pymt in aug and sept.
4.100.311	Donations- Service Groups Meeting at WSUU	-	195.00	1,800.00	11%	-	
	Total Rental Income	4,389.80	12,192.36	51,280.00	24%	-	
	TOTAL GENERAL FUND INCOME	\$ 21,381.31	\$ 112,980.82	\$ 461,734.00	24%	\$ 3.87	

GENERAL FUND EXPENSES

Minister Position

5.100.100	Minister Housing Allow Exp	3,500.00	10,500.00	42,000.00	25%	-	
5.100.101	Minister Salary Exp	3,125.00	10,379.00	42,500.00	24%	-	
5.100.105	Minister Cost of Living Adj Exp	402.00	402.00	3,800.00	11%	-	
5.100.106	Minister Group Term Life Ins Exp	37.13	111.39	460.00	24%	-	
5.100.107	Minister Long Term Disability Ins Exp	84.00	252.00	1,020.00	25%	-	
5.100.110	Minister Retirement Exp	704.00	1,408.00	8,450.00	17%	-	
5.100.115	Minister-FICA Exp	239.00	843.00	3,620.00	23%	-	
5.100.125	Minister's Professional Exp	-	8,316.62	6,800.00	122%	1,516.62	
	Total Minister Compensation	8,091.13	32,212.01	108,650.00	30%	-	
5.100.102	Minister Moving Exp	-	-	-	-	-	

As of: **September 30, 2018**

% Thru Year:	25%
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Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.120	Minister's Sabbatical Exp	-	-	-	-	-	
5.100.126	Minister Installation Exp	-	-	-	-	-	
5.100.127	Minister Economic Impact Support Exp	-	-	-	-	-	
5.100.128	Minister Search Exp	5,000.00	5,000.00	6,500.00	77%	-	
5.100.130	Ministerial Intern Exp	-	-	-	-	-	
5.100.303	Minister Search Fund Transfers OUT	-	-	-	-	-	
	Total Additional Minister Exp	5,000.00	5,000.00	6,500.00	77%	-	
	Total Cost of Minister Exp	\$ 13,091.13	\$ 37,212.01	\$ 115,150.00	32%	\$ -	
Children and Youth RE Ministry							
5.100.150	RE Director Salary Exp	5,030.00	15,010.00	60,350.00	25%	-	
5.100.153	RE Director Group Term Life Ins Exp	-	-	-	-	-	
5.100.154	RE Director Long Term Disability Ins Exp	-	-	-	-	-	
5.100.155	RE Director Cost of Living Adj Exp	-	-	-	-	-	
5.100.158	RE Director FICA Exp	365.56	1,090.87	4,620.00	24%	-	
5.100.160	RE Director Retirement Exp	466.00	932.00	5,595.00	17%	-	
5.100.165	RE Director Professional Exp	665.77	2,293.27	3,500.00	66%	-	
	Total RE Director Compensation	6,527.33	19,326.14	74,065.00	26%	-	
5.100.162	RE Story Time Toddler Teacher Exp	-	-	-	-	-	
5.100.163	RE Nursery Lead Teacher Exp	160.00	480.00	2,200.00	22%	-	
5.100.164	RE Nursery Assisstant Exp	114.00	404.00	1,650.00	24%	-	
5.100.168	RE Program Assistant Exp	-	184.00	4,100.00	4%	-	
5.100.169	RE Summer Coordinator Exp	376.00	1,018.00	1,200.00	85%	-	
5.100.170	Childcare Exp	-	101.00	800.00	13%	-	
	Total RE Staff Exp	650.00	2,187.00	9,950.00	22%	-	
5.100.151	RE Youth Leadership Development Exp	-	-	-	-	-	
5.100.152	RE OWL Leadership Development Exp	-	-	275.00	0%	-	
5.100.166	RE Leader Training Exp	-	-	-	-	-	
5.100.167	RE Teacher Appreciation Exp	-	-	-	-	-	
	Total RE Training Expense	-	-	275.00	0%	-	
5.100.161	RE Lead Youth Advisor Exp	-	-	1,280.00	0%	-	
5.100.132	RE High School Youth Programs Exp	-	-	3,500.00	0%	-	
5.100.136	RE High School Youth Scholarships Exp	-	-	-	-	-	
5.100.227	RE Youth Group Fund Transfers OUT	-	-	-	-	-	
	Total RE Youth Group Expense	-	-	4,780.00	0%	-	
5.100.131	RE OWL Programs Exp	125.00	125.00	400.00	31%	-	<i>owl teacher training</i>
5.100.133	RE Middle School Youth Programs Exp	-	-	-	-	-	
5.100.134	RE Operational Exp	261.33	305.62	3,375.00	9%	-	
5.100.135	RE Middle School Scholarships Exp	-	-	-	-	-	
5.100.171	RE Program Support Exp	-	-	-	-	-	
5.100.172	RE Curricula Exp	-	-	-	-	-	
5.100.225	RE Fund Transfers OUT	-	-	-	-	-	
5.100.229	RE OWL Fund Transfers OUT	-	-	-	-	-	

As of: **September 30, 2018**

% Thru Year: **25%**

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
	Total RE Operations Expense	386.33	430.62	3,775.00	11%	-	
	Total RE Ministry Expense	\$ 7,563.66	\$ 21,943.76	\$ 92,845.00	24%	\$ -	

Music Ministry

Music Director

5.100.185	Music Dir Salary Exp	2,316.00	7,760.00	27,800.00	28%	-	
5.100.186	Music Dir Cost of Living Adj Exp	-	-	-	-	-	
5.100.187	Music Dir Retirement Exp	213.00	426.00	2,560.00	17%	-	
5.100.188	Music Dir FICA Exp	177.17	593.64	2,120.00	28%	-	
5.100.190	Music Dir Professional Exp	-	2,045.74	2,000.00	102%	45.74	
5.100.200	Music Dir Group Term Life Ins Exp	-	-	-	-	-	
5.100.205	Music Dir Long-Term Disability Ins Exp	-	-	-	-	-	

	Total Cost of Music Director	\$ 2,706.17	\$ 10,825.38	\$ 34,480.00	31%	\$ 45.74	
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5.100.193	Music Sunday Service Pianist Exp	375.00	1,125.00	4,950.00	23%	-	
5.100.195	Music Percussionist Exp	300.00	900.00	3,750.00	24%	-	
5.100.197	Music Chorale Rehearsal Pianist Exp	-	-	1,275.00	0%	-	
5.100.198	Music Bassist Exp	100.00	100.00	1,050.00	10%	-	
5.100.199	Music Administrator Exp	-	-	-	-	-	
	Total Other Music Staff	775.00	2,125.00	11,025.00	19%	-	
5.100.191	Music Purchase Exp	-	-	-	-	-	
5.100.192	Music Equipment Maint Exp	-	-	600.00	0%	-	
5.100.194	Music Programs Exp	-	-	-	-	-	
5.100.196	Music Council Fundraising Exp	-	-	100.00	0%	-	
5.100.201	Music Equipment Purchase Exp	-	-	-	-	-	
5.100.202	Music Marketing Exp	-	-	-	-	-	
	Total Other Music Expenses	-	-	700.00	0%	-	

	Total Music Ministry Exp	\$ 3,481.17	\$ 12,950.38	\$ 46,205.00	28%	\$ 45.74	
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Administrative Staff Support

5.100.173	Congr Admin Group Term Life Ins Exp	-	-	-	-	-	
5.100.174	Congr Admin Salary Exp	2,420.00	8,283.00	41,140.00	20%	-	
5.100.175	Congr Admin Cost of Living Adj Exp	-	-	-	-	-	
5.100.176	Congr Admin Retirement Exp	220.00	440.00	3,740.00	12%	-	
5.100.177	Congr Admin FICA Exp	185.13	633.65	3,150.00	20%	-	
5.100.230	Congr Admin Long Term Disability Ins Exp	-	-	-	-	-	
5.100.231	Congr Admin Professional Exp	-	-	500.00	0%	-	
	Total Cost Congr Administrator	2,825.13	9,356.65	48,530.00	19%	-	

5.100.180	Bookkeeper Sal Exp Bud	-	-	-	-	-	
5.100.183	Bookkeeper FICA Exp	-	-	-	-	-	
	Total Administration Staff Exp	-	-	-	-	-	

5.100.216	Janitorial/Custodian Wages Exp	-	-	-	-	-	
	Total Other Support Staff	-	-	-	-	-	

Additional Employee Benefits

As of: **September 30, 2018**

% Thru Year: **25%**

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
5.100.178	Labor & Industries Ins Exp	-	522.95	2,200.00	24%	-	
5.100.182	Employee Assistance Prog Exp	-	-	-	-	-	
5.100.184	Part time Empl FICA SS Exp	55.46	179.38	1,032.00	17%	-	
	Total Additional Employee Benefits Exp	55.46	702.33	3,232.00	22%	-	
UU Organizations Dues Expense							
5.100.300	Partner Church Dues Exp Bud	-	-	150.00	0%	-	
5.100.310	UUSC Dues Exp Bud	-	-	-	-	-	
5.100.320	UUA Dues Exp Bud	1,605.00	1,605.00	6,420.00	25%	-	
5.100.330	PNWD Dues Exp Bud	695.50	695.50	2,782.00	25%	-	
	Total UU Organizations Dues Exp	2,300.50	2,300.50	9,352.00	25%	-	
Operational Expenses							
5.100.450	Telephone/Cable/Internet	448.38	896.72	2,700.00	33%	-	
5.100.460	Web Hosting Exp	-	-	250.00	0%	-	
5.100.470	Web Maintenance Exp Bud	-	-	100.00	0%	-	
5.100.475	Technology Management	-	110.09	1,500.00	7%	-	
5.100.480	Office Expenses	15.57	152.35	1,200.00	13%	-	
5.100.481	Postage Exp Bud	-	110.00	500.00	22%	-	
5.100.482	Printing / Copying	460.68	1,298.30	5,300.00	24%	-	
5.100.483	Constant Contact Email Service	-	416.16	400.00	104%	16.16	
5.100.484	Marketing and Advertising	-	-	-	-	-	
5.100.485	Endowment Fund Transfers OUT	-	-	-	-	-	
5.100.520	Banking & Credit Card Fees e.g.Vanco	250.54	698.74	5,400.00	13%	-	
5.100.550	Liability Insurance Exp Bud	25.50	3,702.00	6,500.00	57%	-	
5.100.742	Memorial Expenses	-	-	-	-	-	
5.100.900	Txf to Operations Reserve Fund	-	-	-	-	-	
	Total Operational Exp	1,200.67	7,384.36	23,850.00	31%	16.16	
Committees Expenses							
5.100.222	Coffee and Other Kitchen Exp	139.85	281.70	1,157.00	24%	-	
5.100.710	Membership Exp Bud	72.00	72.00	500.00	14%	-	materials
5.100.725	Worship Council Expense Budget	250.00	500.00	3,475.00	14%	-	honorarium for guest speaker
5.100.726	AV Tech Expense	480.00	1,440.00	5,960.00	24%	-	
5.100.727	AV Equipment & Maintenance	-	-	300.00	0%	-	
5.100.754	Partner Church Program Exp	-	-	150.00	0%	-	
5.100.755	Orion Expense	-	-	-	-	-	
5.100.756	Social Action Expense	-	-	250.00	0%	-	
5.100.757	Sunday Morning Contrib to Charity	-	1,125.61	7,500.00	15%	-	
5.100.758	Minister Discretionary Fund	570.87	570.87	567.00	101%	3.87	transferred plate collection to FB
5.100.759	Board Discretionary Fund	-	-	100.00	0%	-	
5.100.800	All Congr Social Events	114.94	114.94	500.00	23%	-	BBQ rental
5.100.801	All Congr Retreats and Trainings	10.00	10.00	2,200.00	0%	-	Anonymous Donor Paid!
5.100.829	Common Quest Exp	-	-	150.00	0%	-	
	Total Committees Exp	1,637.66	4,115.12	22,809.00	18%	3.87	

As of: **September 30, 2018**

% Thru Year: **25%**

Account #	Account Name	Curr Mo Activity	YTD Balance	FY17-18 Budget	YTD %ofBgt	Over Budget	Notes
Fundraising Expenses							
5.100.818	Other Major Fundraising Event Exp	-	-	-	-	-	
5.100.819	Raise the Paddle Purchase Exp-GF	-	-	-	-	-	
5.100.820	Auction Expense	1,000.00	1,000.00	8,500.00	12%	-	deposit for Brockey Center
5.100.821	Rummage Sale Expense	-	-	-	-	-	
5.100.822	Canvass Expense	-	-	-	-	-	
5.100.823	Misc. Fundraising Exp Bud	-	-	-	-	-	
5.100.825	Art and Garden Show Expense	-	-	-	-	-	
	Total Fundraising Exp	1,000.00	1,000.00	8,500.00	12%	-	
Rentals Expenses							
5.100.305	Facilities Rental Exp - single events	75.00	157.50	900.00	18%	-	
	Total Rentals Exp	75.00	157.50	900.00	18%	-	
Facility Expenses							
5.100.452	Security Alarm System	287.00	287.00	500.00	57%	-	
5.100.453	Electricity - SCL	1,385.34	2,789.88	10,500.00	27%	-	
5.100.454	Water/Sewer - SPU	-	316.11	2,500.00	13%	-	
5.100.455	Waste/Recycling/Green	245.30	736.11	2,710.00	27%	-	
5.100.456	Gas - PSE	96.73	307.26	5,400.00	6%	-	
	Total Utility Expenses	2,014.37	4,436.36	21,610.00	21%	-	
5.100.650	Loan Debt Service - UUA	3,287.66	9,862.98	39,456.00	25%	-	
5.100.655	Loan Debt Service - PNW Growth Fdtn Exp	659.96	1,979.88	7,920.00	25%	-	
	Total Loan Expenses	3,947.62	11,842.86	47,376.00	25%	-	
5.100.457	Annual City/County/State Fees	-	195.74	2,575.00	8%	-	
	Total City/County Fees	-	195.74	2,575.00	8%	-	
5.100.451	Janitorial Supplies	211.89	294.45	2,000.00	15%	-	
5.100.458	Landscaping Exp	27.67	27.67	300.00	9%	-	
5.100.459	Building Maint Supplies & Small Labor	438.57	438.57	2,500.00	18%	-	fence repair items
5.100.461	Building Capital Reserve Exp-GF	-	-	-	-	-	
5.100.462	Building Maint/Janitorial Txfs OUT	-	-	-	-	-	
5.100.463	Elevator Fund Reserve Exp	-	-	6,000.00	0%	-	
5.100.471	Janitorial Service	630.00	1,890.00	8,000.00	24%	-	
	Total Repair and Maintenance	1,308.13	2,650.69	18,800.00	14%	-	
	Total Facility Exp	\$ 7,345.12	\$ 19,283.15	\$ 91,261.00	21%	\$ -	
TOTAL GENERAL FUND EXPENSES		\$ 40,500.50	\$ 116,248.26	\$ 461,734.00	25%	\$ 65.77	
Income less Expenses		\$ (19,119.19)	\$ (3,267.44)	\$ -		\$ (61.90)	

As of: September 30, 2018				
Fund Acct	Fund Balances	Curr Balance	Mo. Change	Notes/Explanation
3.202.100	Building Maint./Janitorial Fund Balance	329.42	-	
3.301.100	Minister's Sabbatical FB	-	-	
3.302.100	Minister's Discretion FB	1,107.77	570.87	<i>transferred in plate collection total from Sept</i>
3.303.100	Minister Search Fund Balance	3,946.58	5,000.00	<i>transferred in money from budget</i>
3.304.100	Gifts to be Designated by Board FB	-	-	
3.305.100	Undesignated Donations FB	1,163.27	-	
3.306.100	Board Discretionary Fund Balance	7,024.00	-	<i>what are we doing with this line - board did not designate changes to budget</i>
3.310.100	Conference Scholarship FB	596.21	-	
3.321.100	Miscellaneous Grants	160.33	-	
3.336.100	Financial Help for Members	-	-	
3.345.100	Hymnals FB	98.71	-	
3.348.100	Directories Fund Balance	-	-	
3.350.100	Music FB	290.53	-	
3.355.100	WSUU Sponsored Events Balance	159.24	-	
3.360.100	Youth Group FB	4,904.24	-	
3.370.100	OWL Fund Balance	940.10	-	
3.380.100	Religious Ed Misc FB	1,883.46	-	
3.381.100	DRE Search Fund Balance	-	-	
3.385.100	Raise the Paddle FB	114.34	-	
3.390.100	Art and Aesthetics Fund Balance	2,929.50	-	
3.395.100	Orion Fund Balance	-	-	
3.400.100	Endowment FB	55.00	-	
3.405.100	Little Free Library Balance	40.00	-	
3.500.100	PCC Card FB	-	-	
3.600.100	Website Development Balance	-	-	
3.800.100	Charitable Giving FB	-	-	
3.805.100	Food Bank FB	-	-	
3.815.100	Partner Church FB	620.00	-	
3.835.100	Community Meal Trust Fund Balance	369.87	-	
Total Dedicated Funds		\$ 26,732.57	\$ 5,570.87	

SCU MONEY MARKET	
Opening Bal - Building Fund	\$ 87,215.26
Opening Bal - Elevator Fund	58,083.85
Opening Bal - Operations	41,393.65
Total Opening Balance	\$ 186,692.76
Inflows - Building Fund	-
Outflows - Building Fund	-
Inflows - Elevator Fund	-
Outflows - Elevator Fund	-
Inflows - Operations	-
Outflows - Operations	(10,000.00)
Interest Earned YTD - Bldg	231.00
Interest Earned YTD - Elev	-
Interest Earned YTD - Oper	-
SCU Money Market Total:	176,923.76
Building Fund Savings (SCU)	87,622.76
Elevator Fund Savings (SCU)	57,907.35
Total Building Funds	145,530.11
Operations Fund Savings (SCU)	31,393.65
- Dedicated Funds	(26,732.57)
Funds Available for Operations	4,661.08

10.08.18

Music Director's Report to the Board.

I'm very pleased with how well the Music Ministry is doing so far this fall. Sunday performances have been excellent, and the music volunteers appreciate that I make room for their creativity and suggestions.

Though the ensembles are small, I'm able to get artistry and a big sound out of them.

Volunteer numbers: The Music Ministry remains at the widely accepted level of involvement of 10% of the congregation; however, not all sing in the choir, some sing in the choir part-time, others perform occasionally, and rehearsal/performance attendance can be spotty so I've adapted to "conduct the choir in front of me" meaning I don't assume everyone will attend at any given rehearsal or performance. The singers have appreciated this change and they sing beautifully.

I continue to recruit new members.

Bertram Gulhaugen

Music director/choir conductor

October 10, 2018

To: WSUU Board Members

From: Cynthia Westby, DRE

Happy Fall everyone! Here is my Board Report for October 2018.

Nursery: Ivy Ficarro and Julie Vance are now our main nursery teachers with Evan Whitmore and Claire Bucklew rotating in as youth nursery teachers. All is well and going strong in the nursery.

RE 2018-19 Classes began on Sunday, September 30th. The K-1 and 2nd-5th grade classes were very well attended, and the children had a wonderful time! Currently, our four registered children who would attend Spirit Play are with families taking a brief hiatus from church so we have not had children attend Spirit Play these past weeks. The Middle Schoolers began their classes on Sunday, October 7th after having attended Middle School Con over the weekend of September 28-30. They dove into "The Simpson's" curriculum focused on environmental justice on October 7th.

Middle School: Thirteen middle schoolers attended the Middle School Con on Vashon Island, September 28-30. Three adult chaperones (Kim Frappier, Shelley Webb, and Nola Balch) generously joined them! They had a great time and came home with tales of the challenge course, campfires, and more.

Youth Group led by lead youth advisor, Simon Knaphus and youth advisors Amy Hance-Brancati, Julie Forkasdi, Laura Strand, and Mateo Chavez are meeting most Sunday evenings. We have a large youth group which is extremely exciting. Youth Group meets most Sundays from 7-8:30 pm. They attend the Youth Speaks Open Mic events on the first Sunday of most months at The Station coffee house in Beacon Hill.

Chalice Chapels: Our first Chalice Chapel (all of which, this year, will focus on the theme of Spiritual Practices) was held on Sunday, September 23rd with a focus on Hospitality, taught by Shelby Greiner. It went very well and the children got to learn all the elements of being welcoming and hospitable – including serving and eating food! Our next Chalice Chapel will be held Sunday, November 11th, Veteran's Day weekend.

RE Council: Our first RE Council meeting was Sunday, September 23rd. They have settled on the soup lunch schedule for the coming year (always a major favorite with the congregation!) and will be working with me on the Christmas Eve pageant. The first soup lunch will be Sunday, November 11th. The second one will be Sunday, December 9th. Mark your calendars now! Our next RE Council meeting will be Sunday, October 14th from 4-7 at a member's home. We continue to work on recruiting new members to the RE Council.

Stories for All Ages: I'm very pleased to be working with a strong team of tellers with many styles and voices. They bring a wonderfully diverse range of stories to the congregation each Sunday. I have storytellers scheduled through January 13th.

Administrator Report to Board November 2018

NO ACTION ITEMS THIS MONTH

Sunday Morning Attendance

Date	Speaker	Attendance
10/14/18	Praise Team	76
10/21/18	Alex	87
10/28/18	Alex	85
11/4/18	J Mase III	109
11/11/18	Alex	91

Membership: The amazing membership team has completed another new member class series and will welcome Cynthia Gorsuch, Maria Van Doren, Mateo Chavez, Michael and Anne Fox and Linda Kessler in a New Member ceremony on Dec. 2nd. Membership now stands at 210.

Parking Lot Gate and Fence- Now in the hands of the building committee I have not heard an update on their plans. The gate has been repaired and improved in a fashion that prevents it from coming off the track and falling over.

Prior Year Pledges – Letters to those with unpaid pledges from last fiscal year resulted in \$1030 income to line 4.100.110 in October.

Sanctuary Décor – I would love to see a group formed that takes responsibility for aesthetics in the Sanctuary including the decorations for the holiday season. This may need to wait for more volunteer energy to materialize but I want to put it out there. At this point I coordinate these efforts.

In loving community,

Shannon